## FILE ROOM CHECK IN/OUT

		DECORDS		-
EMPLOYEE NAME	DATE	RECORDS CENTER	TIME OUT	TIME IN
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			•	

VISITOR LOG (PRINT CLEARLY)

		15					
VISITOR Chec Badge No Date	k-in	Check-In Time	Visitor Name (print clearly)	Representing	Picture ID No.	Escorted by	Departure time
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APP B - Visitor Log

Items shipped out by EPA Region 6 employees

-			,				
Badge No	Name (Frint Clearly	Mail Code	Phone No	Date Out	Date Returned	Reason for Visit	Signature
				,			
	. ***						
				:			

APP C - Visitors from other EPA offices

Items shipped out by EPA Region 6 employees

	_													
Signature														
Time Picked Up														
Date Picked Up														
ltem														
Phone No														
EPA POC (Print clearly									-					
Drop Off Drop Off date Time														
Drop Off date													:	

APP D - Items Shipped out by EPA R6 Employees

FLORAL AND FOOD DELIVERY LOG (Print Clearly)

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APP E - Floral and Food Delivery

FOIA REVIEW LOG (Print Clearly)

			(6:		
FOIA Badge No	NAME OF FOIA REVIEWER	ID NUMBER	NUMBER EPA Employee Name	Time/ DATE IN	Time/ DATE OUT
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APP F - FOIA Review Log

## AUTOMATED EXTERNAL DEFIBULATOR INSPECTION FOR MONTH OF

	6th	7th	8th	9th	10th	11th	12th	13th
Date	floor	floor	floor	floor	floor	floor	floor	floor
.,,,,,,								
	-							
		-	<u> </u>					
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## SECURITY ALERT

You have left the following item	unattended:	
Keys money purse notebook compute palm pilot Other	w: je: ca ca	eeper allet welry mera Il phone
We are trying to reduce theft. Pl pilferable Government property v Thanks		
The Security Guard	Date	Time
Appendix I	SECURITY NOTICE	
The following item was left unse		
money cas camera Notebook	sh box Taptop computer	
We are trying to reduce theft. Y guard. Please contact the securit Thanks so much	our item has been removed a y guard at 5-8484 to obtain u	nd secured by the security pon your return.
The Security Guard	Date	Time
Annondiv K		

UNSECURED ITEM - SECURITY ALERTS

	UNSECURED		OFFICER ON	
TIME	ITEM	LOCATION	DUTY	REMARKS
			·	
			•	

APP J - Unsecured Item - Security Alerts

APP L – Workstation Is <b>Date:</b>			•	
		For Workstation No _		
Time:	Key Code Number		No keys (	
Issued by:		Received by:		
Date:	<u>.</u>			
Key Issued to:		For Workstation No _		
Time:	Key Code Number	•	No keys (	)
Issued by:		Received by:		
Date:	·			
Key Issued to:		For Workstation No		
Time:	Key Code Number	•	No keys (	
Issued by:		Received by:		
Date:				
Key Issued to:		For Workstation No _		
Time:	Key Code Number	:	No keys (	
Issued by:		Received by:		
Date:				
Time:	Key Code Number	•	No keys (	
Issued by:		Received by:		

## SECURITY CONTAINER - CHECKED ON \_\_\_\_\_

FLOOR	EMPTY	1/4 FULL	1/2 FULL	3/4 FULL	FULL
6					
7					
<u> </u>					
8					
9					
40					<u> </u>
10	-	<u> </u>			
10					
11					
12 Media Container					
13					

DATE					WALL	<u> </u>
OF	NEAREST	EXTINQUISHER	DIN IN			INSP TAG
TEST	LOCATION	CHARGED		ACCOUNTED		CURRENT
IESI	LUCATION	CHARGED	PLACE	ACCOUNTED	PLACE	CONNENT
	CA44	<u></u>	Γ	<u> </u>		[
	6A14					
	6D13					
	STAIR #2					-
	STAIR #1					
	6F13				-	
	6C1					<u></u>
	6.131					
	7.003					
	7B15					
	STAIR #2					
	STAIR #1					
	Personnel					
	7.092					·
	7.015					
	8thSTAIR #2					
	8th STAIR #1					
	9B2					
	9D15					
	STAIR #2					
	9H12					
	9115					
	914					
	STAIR #1					
	902					
	9013			11.18		
	10C11					
	STAIR #2					
	Stair #1					
	10F9					·
	10F8					
	10H5					
	10.184			-		
				-		
	10.072		<u> </u>		<u> </u>	<u> </u>

	10.176					
DATE	, , , , , ,				WALL	
OF	NEAREST	EXTINQUISHER	PIN IN		SIGN IN	INSP TAG
TEST	LOCATION	CHARGED	PLACE	ACCOUNTED		CURRENT
	200/11011					
	11C11					
	11D13					
	11H13		<u> </u>			
	STAIR #2	******				
	11H5					
	11014					
	STAIR #1					*****
	11					
	12E7					
	12G8				100	
	12D13				-	
	1.20E+13					
	NM ROOM					
	12 12					
	12J10					
	STAIR #1					
	FITNESS					
	12D4		-			
	13.013					
	13E7					
	13G8					
	STAIR #2					
	13H15					
	13L13					
	13K12					
	13016					
	STAIR #1					
	1302					

Note: In date column, enter the first calendar day of the wk Note: In other columns, enter checkmark for yes answers.